



# *COMMONWEALTH of VIRGINIA*

*Department for the Aging*

Jay W. DeBoer, J.D., Commissioner

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*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*  
Jay W. DeBoer, J.D., Commissioner

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Janet L. Honeycutt  
Director of Programs

**DATE:** July 26, 2005

**SUBJECT:** Employment Opportunities at DMAS

Bob Knox forwarded the attached job openings and asked that I forward them to each of you through the Tuesday Mailing.

If you have any questions, you may contact Bob directly at (804) 371-8854 or via e-mail at [robert.knox@dmass.virginia.gov](mailto:robert.knox@dmass.virginia.gov)

# **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES**

## **EMPLOYMENT OPPORTUNITIES**

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### **LONG-TERM CARE/QUALITY ASSURANCE DIVISION DIRECTOR**

**Role Title: General Administration Manager III**

**Position #00401**

**Pay Band 7, Level I, Hiring Range: \$62,750 - \$107,764**

**Closing Date: August 8, 2005**

Long-Term Care/Quality Assurance Division. This position directs the Long-Term Care and Quality Assurance Division, which includes Long-Term Care policy, staff, and operations including Medicaid waivers and nursing facilities, and other services including home health, durable medical equipment, outpatient rehabilitation, etc., and utilization review for these programs in accordance with state and federal laws and established policies and procedures. Requires comprehensive knowledge of long-term care programs and considerable knowledge of health care delivery systems, program planning and organizational management principles. Requires considerable knowledge of Medicaid, health care programs, principles of supervision, and human resource management. Requires experience directing multiple and diverse operations, planning, developing, evaluating, and administering complex programs. Requires executive level management/leadership and experience working collaboratively with various individuals and groups, including management, professionals, and support staff. Must be able to communicate effectively orally and in writing; PC skills for word processing and spreadsheets. Advanced degree in health, public administration, or related field is preferred. Related health care experience may substitute for advanced degree.

### **HEARING MANAGER**

**Role Title: Hearing and Legal Services Manager I**

**Position #00434**

**Pay Band 5, Level III, Hiring Range: \$36,766 - \$75,456**

**Closing Date: August 8, 2005**

Appeals Division. This position is responsible for providing supervisory support and guidance to a unit of hearing officers and support staff to assure that the recipient appeals process and resulting decisions comply with procedural and substantive requirements of state and federal laws, regulations, policy, and court orders. Requires comprehensive knowledge of laws, regulations, and policies related to financial and categorical eligibility for publicly funded medical services. Requires considerable knowledge of due process requirements; experience working collaboratively with various levels of staff, both within and outside the agency, including management, professionals, and support staff. Requires ability to prioritize and manage workloads; pc skills for word processing; and valid drivers' license. Prefer recent management and/or supervisory experience. Prefer degree with major study in health care, social work, law, public administration, management, or related field. **SOME TRAVEL REQUIRED, WITH OCCASIONAL OVERNIGHT STAYS.**

### **ACCOUNTANT SENIOR**

**Role Title: Financial Services Specialist I**

**Position #00499**

**Pay Band 4, Level III, Hiring Range: \$28,143 - \$57,759**

**Closing Date: August 8, 2005**

Fiscal and Purchases Division. This position is responsible for ensuring the timely reconciliation of Commonwealth Accounting and Reporting System (CARS) revenue, expenditure, and trial balance accounts to the related Oracle accounts. Requires considerable knowledge of general accounting, governmental accounting, and the Commonwealth's Accounting System. Prefer experience with governmental accounting in a human services agency. Prefer degree in accounting.

## **MEDICAL FACILITIES INSPECTORS (TWO POSITIONS)**

**Role Title: Health Care Compliance Specialist II**

**Positions #00179 and #00180**

**Pay Band 5, Level I, Hiring Range: \$36,766 - \$63,141**

**Closing Date: August 8, 2005**

Long-Term Care and Quality Assurance Division - Behavioral Health and Developmental Disabilities Unit. Determines that criterion for reimbursement is met according to federal and state regulations and policy for the Mental Retardation (MR) Waiver and Individual and Family Developmental Disabilities Support Waiver (IFDDS) services, Mental Retardation Case Management Services, and IFDDS Support Coordination Services. Conducts utilization review of services authorized for enrolled providers. Denies/retracts expenditures discovered during utilization review; validates compliance with federal and state regulations and policy; investigates complaints; provides training and/or technical assistance; and participates in policy and procedure development. Requires comprehensive knowledge of the health and social services needs of adults and children with mental retardation, disabled individuals, and others with special health care needs; health and social services systems; federal and state health care and social services regulations; medical terminology. Working knowledge of community resources and volunteer agencies; negotiation techniques, presentation techniques; project management; information systems; and medical standards of treatment. Requires experience analyzing health care documentation to determine medical necessity and appropriateness for services; utilization review in a long-term care, acute care environment, or provider agency; analyzing data and resolving problems; researching and identifying changes in program requirements and policies; interpreting state and federal regulations; preparing reports; developing and conducting training; experience working with the mental retardation or developmental disabilities waiver; PC skills for word processing. Prefer degree with major study in health care, human services, nursing, or related fields. **REQUIRES FREQUENT OVERNIGHT TRAVEL.**

## **OFFICE SERVICES SPECIALIST**

**Role Title: Administrative and Office Specialist II**

**Position #00372**

**Pay Band 2, Level II, Hiring Range: \$18,026 - \$36,995**

**Closing Date: August 15, 2005**

Fiscal and Purchases Division. This position is responsible for maintaining the agency's supply storeroom and auditable inventory control records; maintaining effective control in the agency mailroom to insure proper processing of all outgoing and incoming parcels; disposing of surplus property and arranging for storage and distribution of various agency records; providing copying services for large scale projects and serving as the agency recycling coordinator; and providing messenger services for the agency within the capital area. Requires working knowledge of procurement and general office practices and procedures; some knowledge of the Division of Purchasing and Surplus Procurement Manual (DPS); PC skills for word processing and spreadsheet applications. Requires experience interpreting and applying policies and procedures; maintaining and tabulating records; working independently; organizing and managing multiple functions with specific deadlines; and communicating effectively both orally and in writing. Must be able to lift 50+ pounds on a regular basis. Requires valid drivers' license. Prefer graduation from high school and training in purchasing. Prefer state agency procurement experience.

## **EXECUTIVE SECRETARY**

**Role Title: Administrative and Office Specialist III**

**Position #W0125, Pay Band 3, Level I**

**Typical Hiring Range: \$10.05 – \$17.31 per hour**

**HOURLY POSITION – NO BENEFITS**

**Closing Date: August 1, 2005**

Program Operations Division. HOURLY POSITION - NO STATE BENEFITS. This position provides secretarial and administrative support for managerial and administrative staff in the Division of Program Support. Requires considerable knowledge of office practices, procedures, and equipment, business English, grammar, punctuation, and usage. Requires working knowledge of manual and automated filing systems and advanced skills in the use of personal computers and software applications, such as Word, Excel, PowerPoint, and project management. Requires experience interpreting and following oral and written instructions and regulations and experience organizing and coordinating multiple assignments simultaneously; experience collecting, assembling, and processing information, and maintaining harmonious working relationships. Requires experience making independent decisions, maintaining efficient workflow and effective communication skills. Requires high school diploma or equivalent. Prefer training in software applications and office management. Prefer experience in executive-level secretarial and/or administrative support positions.

**FAMIS PLUS ELIGIBILITY WORKER**  
**Role Title: Program Administration Specialist I**  
**Position #W0179, Pay Band 4, Level III**  
**Typical Hiring Range: \$13.53 - \$27.76 per hour**  
**HOURLY POSITION – NO BENEFITS**  
**Closing Date: August 8, 2005**

Maternal and Child Health Division. HOURLY POSITION - NO STATE BENEFITS. This position is responsible for the accurate and timely eligibility determination of FAMIS Plus and/or FAMIS applications received in the Central Processing Unit (CPU). Includes conducting interviews, advising applicants of their rights and responsibilities and explaining the scope and limitations of the program. Serves as liaison between the Local Department of Social Services and the CPU and performs data entry and prepares letters and notices. Requires considerable knowledge of eligibility requirements and policy and procedures for the FAMIS/FAMIS Plus program; considerable knowledge of interviewing principals and techniques; experience in caseload management and prioritizing and scheduling work. Also requires experience in making decisions by applying rules, policies, and regulations; effective written and verbal communication skills; and PC skills for word processing, Application Delivery Automation Project (ADAPT), Virginia Medicaid Management Information System (VAMMIS) and State Verification Exchange System (SVES). Prefer experience as a Medicaid eligibility worker with knowledge of family and children's programs preferred. Prefer degree in sociology, education or related field. Direct experience may substitute for degree.

**TRANSPORTATION CONTRACT MONITOR**  
**Role Title: Program Administration Specialist II**  
**Position #00540**  
**Pay Band 5, Level II, Hiring Range: \$36,766 - \$66,429**  
**Closing Date: August 15, 2005**

Health Care Services Division - Transportation Unit. Provides data management and program support for the Virginia Medicaid Transportation Program. Requires knowledge of transportation for meeting the healthcare needs of the elderly, children, and individuals with disabilities. Requires experience monitoring or managing transportation services; knowledge of human services transportation such as under Medicaid; knowledge/experience in negotiation techniques and project management; PC skills for word processing, spreadsheets, data management, data analysis, project management, and graphics presentations. Requires experience analyzing data, reaching conclusions and implementing changes; interpreting federal and state laws and regulations; organizing and prioritizing work assignments; conducting training; working independently; communicating effectively; and preparing reports and presentations. Prefer degree with major study in health, business, transportation, or public administration. Related contract monitoring or transportation experience may substitute for the degree.

**Resumes will not substitute for state application. STATE APPLICATION IS REQUIRED.** Submit completed state application, via e-mail, postal services, or hand delivery (no FAX), by 5:00 p.m. on the closing date referenced above, to: Department of Medical Assistance Services, Human Resource Division, 600 E. Broad Street, First Floor, Richmond, VA 23219.

Receptionist: 804-786-5408, TDD 800-343-0634.  
E-mail address is: [pam.simms@dmass.virginia.gov](mailto:pam.simms@dmass.virginia.gov)  
Web site: [http://www.dmass.virginia.gov/ab-position\\_vacancies.htm](http://www.dmass.virginia.gov/ab-position_vacancies.htm)  
Web site: <http://jobs.virginia.gov> (Click on Employment Opportunities)  
State Application for Employment Form can be downloaded from:  
[http://jobs.virginia.gov/eo\\_appl.htm](http://jobs.virginia.gov/eo_appl.htm)  
EEO/AA/ADA

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

Jay W. DeBoer, J.D., Commissioner

TO: Executive Directors  
Area Agencies on Aging

AND: AIM System Managers

FROM: Leonard Eshmont  
Information System Administrator

DATE: July 26, 2005

RE: AIM Administrator Workshop / Annual Review

VDA will hold a one day AIM Administrator Workshop in two locations this year. On Thursday September 22<sup>nd</sup>, 2005 the event will be held in Richmond within our Forest Office Park Complex. On Wednesday September 28<sup>th</sup>, 2005 the event will be held at the Wyndham Hotel in Roanoke, Virginia. Purpose of the meetings are to review changes in AIM over the past year, inform administrators of future enhancements, and to provide a refresher course on current policy related to the tracking of UAI and service data.

Lodging is available for the Richmond event the night of September 21<sup>st</sup> at the Crown Plaza Richmond West for the state rate of \$74.00 per room plus applicable taxes. Reservations can be obtained by calling toll free (800) 227-6963 and identifying yourself with the VDA AIM Workshop. Reservations must be made no later than September 1, 2005; otherwise there is no guarantee a room will be available at the time of your request.

Lodging is available for the Roanoke event the night of September 27<sup>th</sup> at the Wyndham Roanoke Airport Hotel for the state rate of \$68.00 per room plus applicable taxes. Reservations can be obtained by calling toll free (800) 996-3326 and identifying yourself with the VDA AIM Workshop. Reservations must be made no later than September 6, 2005; otherwise there is no guarantee a room will be available at the time of your request.

Agenda as well as directions for the conference rooms and Hotels have been included with this mailing. A copy of this notice will be emailed to all AIM administrators as well. Please respond by September 6, 2005 as to the number and names of attendees from your agency by calling my office at (804) 662-9800 or by email at Leonard.Eshmont@vda.virginia.gov.

1610 Forest Avenue, Suite 100, Richmond, Virginia 23229  
Telephone (804) 662-9333 (V/TTY) Fax (804) 662-9354 Toll-Free (800) 552-3402 (V/TTY)  
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# **COMMONWEALTH of VIRGINIA**

**Department for the Aging**

1610 Forest Avenue, Suite 100

Richmond, Virginia 23229

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## **VIRGINIA AGING INFORMATION SYSTEM – AIM WORKSHOP**

### **AGENDA**

**September 22<sup>nd</sup> and 28<sup>th</sup>, 2005**

- |                 |   |
|-----------------|---|
| <b>9:30 am</b>  | <b>Greetings and Introductions</b>  |
| <b>10:00 am</b> | Title III-E – The National Family Caregiver Support Program(NFCSP) <ul style="list-style-type: none"><li>• The Guidance Document</li><li>• VA98 – Current NAPIS Groups</li><li>• The basics to VA36 Report and Supporting Docs</li></ul>  |
| <b>11:00 am</b> | Break   |
| <b>11:15 am</b> | The Aging Monthly Report  |
| <b>12:00 pm</b> | <b>Lunch</b>  |
| <b>1:15 pm</b>  | Summary of Changes Since Last We Met and Reminders <ul style="list-style-type: none"><li>• NAPIS Race Codes</li><li>• Upgrade to AIM Version 9.0.2.1 from AIM Version 9.0.1.8<ul style="list-style-type: none"><li>○ New AIM Assessment Screen</li></ul></li><li>• AIM Remote 2.2</li><li>• Submitting Data and AMR to VDA</li><li>• Server Recommendations</li><li>• Infomaker 9.0</li></ul> |
| <b>2:30 pm</b>  | Break   |
| <b>2:45 pm</b>  | Continue Changes and Reminders <ul style="list-style-type: none"><li>• New VDA Reports Available</li><li>• Suggestions for Future Reports</li><li>• Upcoming Infomaker Training January</li></ul>   |
| <b>3:45 pm</b>  | Closing <ul style="list-style-type: none"><li>• Evaluation</li><li>• Next Meeting</li></ul>   |
| <b>4:00 pm</b>  | <b>Adjourn</b>  |

**Virginia Department for Aging  
AIM Workshop  
September 22<sup>nd</sup>, 2005**

**Directions to the Crown Plaza Richmond West (formerly Holiday Inn)  
Richmond (I-64 and West Broad Street)  
6531 West Broad Street  
Richmond, VA 23230  
Ph. (804) 285-9951**

**From North of Richmond:** Take I-95 South to Exit 79 (I-64 West/I-195 South). Take Exit 183B (Broad Street East). Go approximately 1/5 mile bear right on Broad Street. Go approximately 1/10 mile to the Holiday Inn.

**From South of Richmond:** Take I-95 North to Exit 79 (I-64 West/I-195 South). Take Exit 183B (Broad Street East). Go approximately 1/5 mile bear right on Broad Street. Go approximately 1/10 mile to the Holiday Inn.

**From East of Richmond:** Take I-64 West to Exit 183B (Broad Street East). Go approximately 1/5 mile bear right on Broad Street. Go approximately 1/10 mile to the Holiday Inn.

**From West of Richmond:** Take I-64 East to Exit 183B (Broad Street East). Go approximately 1/5 mile bear right on Broad Street. Go approximately 1/10 mile to the Holiday Inn.



**Virginia Department for the Aging  
AIM Workshop  
September 22<sup>nd</sup>, 2005**

**Forest Office Park  
1604 Santa Rosa Road  
2<sup>nd</sup> Floor Suite 232A (Richmond and Henrico Rooms)  
Richmond, VA 23229  
804-662-7470**

**See Map Below**

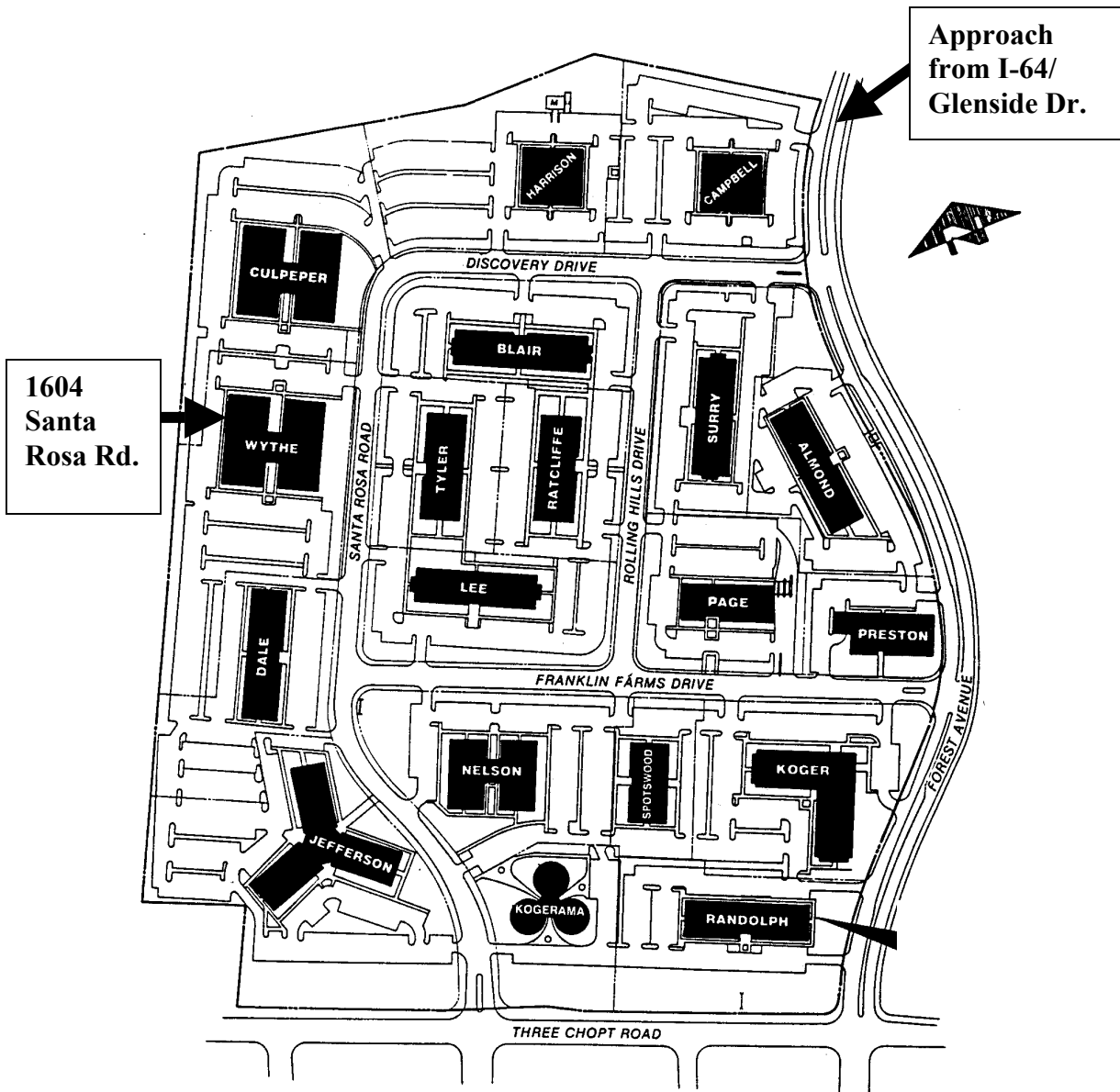
**Traveling on Interstate 64 East:** Approaching Richmond from the west (Roanoke, Lynchburg, Charlottesville, etc.), take the BROAD ST. ROAD/GLENSIDE DRIVE EXIT 183 off I-64. Go RIGHT off the exit onto GLENSIDE DRIVE, following the blue hospital sign. **Go to “Final Approach” below.**

**Traveling on Interstate 64 West:** Approaching Richmond from the east (Virginia Beach, Norfolk, Williamsburg, etc.), follow I-64 West through Richmond using I-95 North. Leave I-95 North at the CHARLOTTESVILLE EXIT, continuing on I-64 West. Take the GLENSIDE DRIVE SOUTH EXIT 183A. **Go to “Final Approach” below.**

**Traveling on Interstate 95 North:** Approaching Richmond from the south (Hopewell, Petersburg, Emporia, etc.) take the CHARLOTTESVILLE EXIT onto I-64 West. Take the GLENSIDE DRIVE SOUTH EXIT 183A. **Go to “Final Approach” below.**

**Traveling on Interstate 95 South:** Approaching Richmond from the north (Winchester, Fairfax, Arlington, etc.) take the I-295 EXIT marked CHARLOTTESVILLE I-64. When I-295 ends, in approximately 9 miles, take the I-64 EAST EXIT toward Richmond. Take the BROAD ST./GLENSIDE DRIVE EXIT 183. Go RIGHT off the exit, following the blue hospital sign. **Go to “Final Approach” below.**

**Final Approach:** Continue on GLENSIDE DRIVE a short distance (3/10 mi.) to the stoplight at FOREST AVENUE. Turn RIGHT onto FOREST AVENUE and continue approximately 1½ miles to the stoplight at DISCOVERY DRIVE (you will cross SKIPWITH ROAD and pass HENRICO DOCTORS' HOSPITAL on the left.) At the stoplight, turn RIGHT onto DISCOVERY DRIVE. DISCOVERY DRIVE turns sharply to the left and becomes SANTA ROSA ROAD. As you make this turn, building 1604 is on your right. There is parking on three sides of the building.



**Directions to the Wyndham Roanoke Airport Hotel  
Roanoke, Virginia  
AIM Workshop  
September 28, 2005**

**Hotel Address:**

2801 Hershberger Road  
Roanoke, VA 2401

**Phone:** 540-563-9300

**Directions:**

- From Interstate 81 (North or South)
- Take Exit 143 to I-581(South) in Roanoke
- From I-581 take Exit 3W (Hershberger Road)
- Take right (U-turn) at the first light and you will see the Wyndham Roanoke Airport sign
- Hotel entrance is on your left